- 1. To Login: Go to http://abn.alabama.gov/abnonline/counselor_login.aspx. In the login page shown below, type in the email address you had provided the Alabama Board of Nursing and your password. Click the "Login" button to enter into the reporting site or click "Cancel" to clear your input.
 - a. Note: Your initial password is abc_123
 - b. You will be able to change your password, with a maximum length of 12 characters after login using the "Change Password" link.

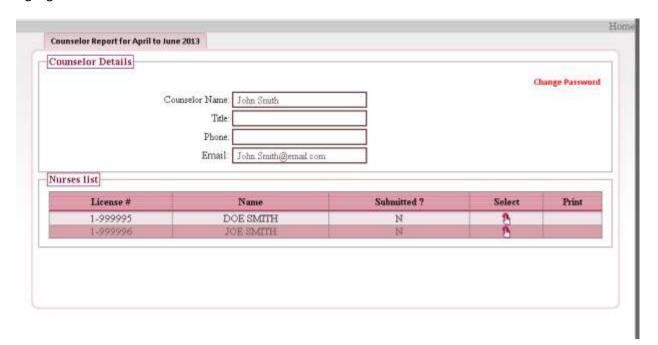


2. Forgotten Password: Click the "Forgot Password" link in the login page enter your email address in the screen that comes up. The system will email you with instructions.



3. Counselor Details And Nurses' List: Upon successful login, the application displays the current information the Alabama Board of Nursing has for the counselor. These details can be edited as and when the user wishes to.

The system automatically displays the quarter and the year that the report is being submitted for, as highlighted below.



The "Nurses List" section displays the License # and Name of the nurses that the counselor should report on. It also indicates whether the counselor report for the quarter has been submitted for each nurse, as indicated in the "Submitted?" column in the grid.

4. To select a nurse:

Click on the nurse's name. The system refreshes the bottom part of the screen as shown below. The nurse's name is displayed under each section as a confirmation for the counselor. **Example** "Diagnosis Details For Doe Smith".

	Name	1	Submitted ?	Select	Print	
1-999995	DOE SMITH		N	8		
1-999996	JOE SMITH		N		8	
gnosis Details For DOE SMIT	H					
Diagnosis				4		
Date Counceling started		Ex: MM/DD/YYYY				
endence Details For DOE SMI	TH					
Type of Appointment		t: Select Type	*			
		e:/_/	Ex MM/D	D/YYYY		
Appointment		t? OYes ONo	100			
	(S	ave Clear				
Type Of Appointmennt	Date			Reason Edit	Delete	
Type Of Appointmennt		ave Clear Appointment		Reason Edit	Delete	
				Reason Edit	Delete	
duation For DOE SMITH	Date	Appointment	Kept		Delete	
iluation For DOE SMITH Treatment Progress	Date		Kept	Reason Edit Disposition	Delete	
Iluation For DOE SMITH Treatment Progress Treatment Not Initiated	Date Licen	Appointment	Kept		Delete	
Treatment Progress Treatment Not Initiated Progressing well	Date Licen	Appointment	Kept	Disposition	Delete	
Treatment Progress Treatment Not Initiated Progressing well Progressing fair	Date Licen Coo	Appointment used Nurse's Attitude	Kept O Active	Disposition Complete	Delete	
Treatment Progress Treatment Not Initiated Progressing well Progressing fair Attending but not progressing	Licen Coo Sor Un	Appointment used Nurse's Attitude operative mewhat cooperative cooperative	O Active O Terminated-	Disposition Complete		
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5. To Submit A Report For A Nurse:

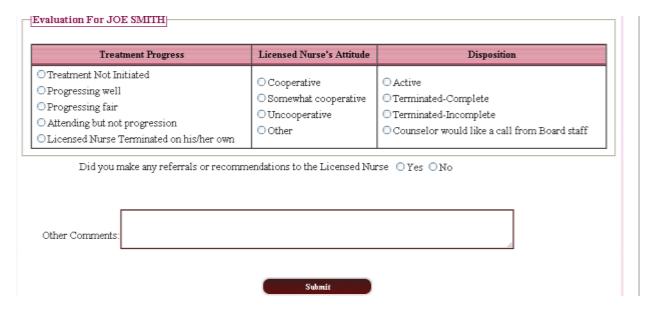
a. Type in the Diagnosis and the date counseling started for a particular nurse. Once the "Date Counseling Started" is reported in the first report, it need not be re-entered on every quarterly report.

Diagnosis Details For JOE SMIT	H
Diagnosis:	
Date Counceling started:	Ex: MM/DD/YYYY

b. For the "Attendance Details" grid, please make sure to click on the "Save" button to save your entries and view them on the grid. If the Appointment was not kept, please type in the reason.

Attendence Details For JOE SMITH					
Type of Appointment:	Select Type				
Date:	/ Ex: MM/DD/YYYY				
Appointment Kept?	○Yes ○No				
Save Clear					
Type Of Appointmennt Date	Appointment Kept Reason Edit Delete				

c. Under the "Evaluation" section, please select the appropriate treatment progress, attitude, and disposition. It you select "Other" under the Licensed Nurse's Attitude, the system provides a box to type in the details.



- d. Click on the "Submit" button at the bottom of the page to submit the report for the selected nurse. The system displays a message upon successful submission, with the nurse's name at the end.
- e. To select and report on another nurse, please click the image for that nurse and repeat the above mentioned steps.
- f. Click on the "Print" option in the grid to print the details submitted for a particular nurse.